

**FILING A PETITION FOR APPEAL FROM A SUSPENSION OF OPERATING
PRIVILEGE, DENIAL OF DRIVER'S LICENSE OR SUSPENSION OF MOTOR VEHICLE
REGISTRATION**

1. Fill out the Petition. You will need to refer to the letter from PennDOT notifying you of the suspension or denial.
 - a. Near the top of the first page, write your name in the space above the word "Appellant".
 - b. Leave the space after the words "File No." blank; this is where the Prothonotary will place the docket number when you file the petition.
 - c. In Paragraph 1, write your name (you are the Appellant) and address.
 - d. In Paragraph 2, check either Bureau of Driver Licensing or Bureau of Motor Vehicles. Refer to the top of the letter you got from PennDOT to determine which bureau is involved.
 - e. In Paragraph 3, write the date of the letter from PennDOT and check the appropriate space. If you checked that you were ordered to surrender your license or registration, write the period of suspension on the line in that sentence.
 - f. In Paragraph 4, check the appropriate space, as follows:
 - i. If you were denied the issuance or renewal of a driver's license or your license was suspended, recalled or cancelled or the commercial driver's license designation was removed from your license, under section 1503, 1504, 1509, 1514, 1519, 1572 or 1609.3 of the Vehicle code, check the second space.
 - ii. If your license was suspended or revoked for any other reason, check the first space.
 - iii. If your registration was suspended, check the third space.
 - g. In Paragraph 5, explain the reason you believe the suspension or other action taken is improper.

- h. Sign on the line above the word "Appellant".
- i. Sign the verification on the third page, on the line above the word "Appellant".
Write the date in the space to the left of your signature.

2. Fill out the Motion Cover Sheet.

- a. Write your name under the word "Caption" in the top left corner of the form.
- b. Write "Commonwealth of Pennsylvania, Dept. of Transportation" under the "vs."
- c. Leave the "Docket No." and "Case assigned to Judge" spaces blank.
- d. Write your name after the words "Name of filing party" in section 1.
- e. Write "pro se" after the words "Filing party's attorney" in section 2.
- f. Write "Petition for Appeal From Suspension of Driver's License" or "Petition for Appeal from Suspension of Motor Vehicle Registration", whichever it is, in the space after the words "Type of filing" in section 3.
- g. In section 4, check the box for "Evidentiary Hearing".
- h. Leave section 5 blank. The hearings are all scheduled in a block of time which appears every other month on the court's schedule.
- i. In section 6, write your name and address and then also write the following:

PennDOT
Office of Chief Counsel
1101 South Front Street, 3rd floor
Harrisburg, PA 17104
- j. Do not write anything below the word "ORDER".

3. Fill out the Civil Cover Sheet.

- a. Write "Lycoming" before the word "County" in the top left corner.
- b. Check the box for "Petition" in the first part of Section A, under "Commencement of Action".
- c. Write your name where it says "Lead Plaintiff's Name".
- d. Write "PennDOT" where it says "Lead Defendant's name".
- e. Check "NO" after "Are money damages requested?" Leave "Dollar Amount Requested" section blank.
- f. Check "NO" after "Is this a Class Action Suit?"

- g. Check the box where it says “Check here if you have no attorney (are a self-represented [Pro Se] Litigant)”.
 - h. In Section B, check the box under the “Civil Appeals” section, for “Dept. of Transportation”.
4. Make three copies of the Petition, three copies of the letter you received from PennDOT, two copies of the Motion Cover Sheet and one copy of the Civil Cover Sheet. Attach a copy of the letter to the back of each copy of the Petition. Save one of these for mailing to PennDOT, and attach the copies of the Motion Cover Sheet to the front of the other two. (Keep the original letter from PennDOT for your records.)
 5. Take all of the documents to the Prothonotary for filing. You will have to pay a filing fee of \$146.25 (as of December 2018) unless you also file a Petition for IFP. (Ask for a separate form for that at the Law Library if you are eligible.) Ask the Prothonotary to certify the copy of the petition for appeal which does not have a cover sheet attached.
 6. You must mail the certified copy of the Petition for Appeal to PennDOT at the address in Paragraph 2(i), above. This must be sent by certified mail. Keep the receipt for your records.
 7. The Prothonotary will send the petition to the Court Scheduling Technician for scheduling of a hearing and then mail one copy to you and one copy to PennDOT with the date and time of the hearing set forth on the Cover Sheet. **You must attend the hearing or your appeal will be dismissed.**